



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 2g

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
TEL 510.817.5700  
TDD/TTY 510.817.5769  
FAX 510.817.5848  
E-MAIL [info@mtc.ca.gov](mailto:info@mtc.ca.gov)  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## Memorandum

TO: Administration Committee  
FR: Executive Director

DATE: September 3, 2014  
W.I.: Various

RE: Purchase Order Amendments: Project-Based Temporary Staffing Services:  
For FY 2013-14  
i. *Robert Half Technology (\$15,000)*

For FY 2014-15  
i. *Regional Government Services (\$425,000)*

This memorandum seeks the Committee's approval of purchase order amendments with the two temporary staffing service providers mentioned above in the maximum amounts referenced.

Specifically, in FY 2013-14, staff is requesting a \$15,000 increase in the Robert Half Technology purchase order as a result of a change in vendor, with a corresponding reduction in amount of a purchase order with another vendor, and an increase of \$425,000 in the Regional Government Services (RGS) purchase order. Each of the amendments relate to project-based temporary staffing services for time-limited planning and operational projects and programs. All necessary funding for these amendments is contained within the agency budgets for FY 2013-14 and FY 2014-15, as applicable.

### Background

MTC has professional service agreements with several temporary staffing agencies to provide project-based temporary staffing for various new initiatives and time-limited planning and operational projects and programs. This includes, but is not limited to, IT Support for the Automated Toll Collection System, traffic modeling, receptionist coverage and the Freeway Service Patrol program.

Executive Director's Management Memorandum No. 352, Third-Party Contracting Policies and Procedures, expressly exempts temporary agency personnel services from MTC's competitive procurement requirements. When staffing needs arise, individuals are selected from among candidates proposed by one or more of the temporary staffing agencies based on their qualifications for the role (such as technical and information technology expertise). Therefore, MTC selects and enters into purchase orders or contracts with the staffing service providers that represent the most qualified individuals for MTC's anticipated temporary staffing needs.

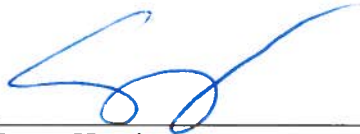
At the beginning of FY 2013-14, MTC had a Committee-approved purchase order with Buxton Consulting (Buxton) in the amount of \$249,995 for IT Support for the Automated Toll Collection System. Buxton was not able to provide all of the needed services, and Robert Half Technology was selected to provide remaining staff to continue work on the project. A total of \$100,000 was disencumbered from the Buxton purchase order and transferred to the Robert Half

Technology purchase order for the same services using the Executive Director's delegated authority. In order to close out the FY 2013-14 budget, an additional \$15,000 needs to be transferred from the Buxton purchase order to the Robert Half Technology purchase order.

In addition, MTC has a contract with Local Government Services (LGS) and has issued a purchase order to RGS for staffing services in FY 2014-15. Specifically, temporary receptionist coverage services were previously provided through LGS but are now being provided through RGS. MTC staff is requesting reallocation of \$95,000 from the LGS contract to the RGS purchase order. Further, MTC has salary savings of \$330,000 from vacant traffic modeling and Freeway Service Patrol support positions. Staff is requesting authorization to utilize these salary savings to issue a purchase order to RGS for the provision of identical services during the recruitment process for these two positions. In all, a total of \$425,000 would be added to the RGS purchase order through these two reallocations.

**Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designee to negotiate and enter into purchase order amendments with the above-listed temporary staffing service providers in the respective maximum amounts specified for project-based temporary staffing services.



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Steve Heminger

SH:AM

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order Amendment

Work Item No.:	1253
Vendor:	Robert Half Technology, Los Angeles, CA
Work Project Title:	Project-Based Temporary Staffing Services
Purpose of Project:	To provide project-based temporary staffing services
Brief Scope of Work:	Provide IT support for automatic bridge toll collection
Cost Not to Exceed:	\$100,000 (Existing Purchase Order) \$15,000 (Amendment) Total \$115,000
Funding Source:	BATA
Fiscal Impact:	Included in FY 2013-14 Agency Budget.
Motion by Committee:	That the Executive Director or his designee is authorized to amend the purchase order to Robert Half Technology in the amount and for the purposes described above and in the Executive Director's memorandum dated September 3, 2014, and the Chief Financial Officer is directed to reallocate \$15,000 in FY 2013-14 funds for such purchase order amendment.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: September 10, 2014

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order Amendment

Work Item No.: 1153, 1122, 6032

Vendor: Regional Government Services, Carmel, CA

Work Project Title: Project-Based Temporary Staffing Services

Purpose of Project: To provide project-based temporary staffing services.

Brief Scope of Work: Provide project-based temporary front desk staffing, travel modeling and FSP support.

Cost Not to Exceed: \$314,256 (Existing Purchase Order)

\$425,000 (Amendment)

Total \$739,256

Funding Source: General Funds, Planning Funds, SAFE funding

Fiscal Impact: Included in FY 2014-15 Agency Budget.

Motion by Committee: That the Executive Director or his designee is authorized to amend the purchase order to Regional Government Services in the amount and for the purposes described above and in the Executive Director's memorandum dated September 3, 2014, and the Chief Financial Officer is directed to reallocate \$425,000 in FY 2014-15 funds for such purchase order amendment.

Administration Committee:

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Adrienne J. Tissier, Chair

Approved:

Date: September 10, 2014